Departmental Equality Officer (DEO) Role Description

Responsible To: College Equality and Diversity Committee Chair and Head of Department/Division

Appointment: The Head of Department should offer the opportunity to become DEO to departmental staff and appoint a DEO accordingly. *It should be noted that DEOs require appropriate training in order to be equipped to undertake the role effectively and this should be particularly borne in mind when making new appointments.*

Role Purpose:

To ensure that the department is fulfilling its responsibilities relating to the public equality duty through:

- Identifying and promoting the need to pay due regard in decision and policy making; through
  - Reviewing where Departmental policy decisions might impact on equality.
  - Marshalling appropriate equality data (e.g. statistics, expressed concerns etc.
  - Encouraging the use equality impact assessment as the appropriate means of fulfilling the need to pay due regard. (12 hours)
- Utilise up to date departmental specific equalities data and identify potential areas for concern. (3 hours)
- Be the main driver for equalities at a departmental level.
- Disseminate information and good practice throughout department. (2 hours)
- Keep an overview of all departmental practices from an equalities perspective and make such recommendations as deemed appropriate to the Head of Department. (1 hour)
- Access and utilise current equalities monitoring data in order to fulfil the duties of the role.
- Challenge issues that may create inequalities. (4 hours)
- With the support of the head of department, to raise and resolve local level equality issues.
- To ensure equalities is discussed at departmental meetings.
- To communicate the University’s Equal Opportunities Policy and its equalities proposals to all staff and students in the Department. (1 hour)
- To be a first point of contact for staff and students in the department regarding equalities issues.
- To undertake equalities training as and when necessary. (1 hour)
- To promote and celebrate equalities in the Department.
- Ensure that the departments approach to its management of staff and provision of service to students reflects and supports actions and statements contained in the University’s Equal Opportunities Policy.
Key responsibilities:

- To attend and contribute to college Equality and Diversity Committee meetings. (6 hours)
- To maintain communication with College Equality and Diversity Chair.
- To regularly update Head of Department on equalities related matters.
- To provide an annual review to College Equality and Diversity Committee regarding equalities activities the DEO has been involved in. (2 hours)
- Encouraged to utilise University Equality Adviser whenever required.